

# Office of Selectmen

Post Office Box 139  
Moultonborough, N.H. 03254  
(603) 476-2347

## STATEMENT OF POLICY

### No. 6

#### ROAD NAME CHANGES

Under the authority granted by RSA 231:133, the Board of Selectmen, Town of Moultonborough, hereby enacts this **ROAD NAME CHANGE POLICY**.

#### A. Background and Authorities

1. Street names exist because RSA 231:133 requires that towns (and other political subdivisions) provide names as a means of identifying roadways within the town. This RSA authorizes the Board of Selectmen to name, or rename, as appropriate, all roadways in the town, making changes that are in the best interests of the community.
2. RSA 231:133a empowers the Board of Selectmen to create a street numbering system to further facilitate locating individual properties.
3. Preparing for the inclusion of the Town of Moultonborough in the New Hampshire Enhanced 911 (E-911) System, the Board of Selectmen appointed an E-911 Committee in 1995. They empowered that Committee to solicit input and formulate a plan for meeting the requirements for inclusion in the state's system. They asked the E-911 Committee to bring recommendations forward so that the Board of Selectmen were able to conduct public hearings at appropriate times throughout the process.
4. The Board of Selectmen held two public hearings, one in August 1996 and one in October 1996. After significant public input and due deliberation, the Board of Selectmen took action to formalize the naming of the Town's roadways and numbering system.
5. The Board of Selectmen on December 12, 1996, adopted the street names for the Town of Moultonborough presented by the E-911 Committee. The Board of Selectmen accepted, by their vote, E-911 Maps that indicate the names and locations of all roadways and street numbers assigned every building in the Town. They forwarded those maps to the New Hampshire Bureau of Emergency Communications. They also forwarded those maps

to the U. S. Post Office and telephone utility companies serving the Town of Moultonborough to begin the process of coordination contained in RSA 106-H.

6. The Board of Selectmen, on December 12, 1996, adopted **AN ORDINACE FOR THE ESTABLISHMENT OF A BUILDING NUMBERING SYSTEM**. This ordinance details and enacts a numbering system for residential and commercial buildings in the Town of Moultonborough.
7. Recognizing that popular demand may dictate that names adopted for roadways in the Town of Moultonborough be changed, the Board of Selectmen herein establish this policy through which names can be changed.

#### **B. ROAD NAME CHANGE POLICY**

1. Property owners who desire to change the name of a roadway in the Town of Moultonborough shall present a written request to the Board of Selectmen. The individuals making a request must have their residence, commercial or other property located on that roadway.
2. Individuals can submit requests to the Board of Selectmen at any time, but the Board of Selectmen can only act in any given year upon those requests received by January 1<sup>st</sup>. The Board of Selectmen will act upon requests received thereafter in the following year.
3. The Board of Selectmen shall act, not later than March 31<sup>st</sup>, upon all requests received by January 1<sup>st</sup>. Changes made shall become effective on April 1<sup>st</sup> in any given year. The Board of Selectmen shall act on every request received, except as provided within the time frames specified.
4. The individual or individuals requesting a change of name shall participate in the coordination process. Resident participation begins at the initial reading of a request received under this policy. The individual (s) shall at that point of contact receive a copy of the ROAD NAME CHANGE CHECKLIST, incorporated in this policy as Appendix 1. They shall complete Steps 1 through 6, thereafter returning to the Board of Selectmen for deliberation and approval. The Board of Selectmen requires that multiple proposed road names (3 or 4) be submitted to them for consideration. The Board of Selectmen can take action to accept one name or reject all presented. The successful name is contingent upon being in the best interests of all as presented by the Town's E-911 program.

5. Upon approval (CHECKLIST, Step 7), the individual or individuals requesting the name change shall pay to the Town of Moultonborough a one-time fee of three hundred dollars (\$300.00). This fee will help defray the Town's costs for the installation of new road signs, mapping changes, incidental personnel costs, etc. For private roads, upon which the Town will not install the road signs, the Board of Selectmen may reduce the fee by the cost of signs, including installation costs, prevailing on the approval date.

The Town of Moultonborough is only responsible to place road signs on Town roadways or at any point where a private road and a Town or state roadway intersects. Property Owners or Property Owner Associations are responsible for installing road signs on private roads in the manner specified by RSA 231:133 and other applicable statutes.

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This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced. The seated Board of Selectmen shall review and re-enact this policy annually. This policy is due review and re-enactment one year from the date of adoption.

Date of Adoption:  
August 1, 1997

Ernest E. Davis, Jr., Chairman  
Douglas W. Murphy, Sr.  
Russell C. Wakefield

BOARD OF SELECTMEN

This Policy received review, revision and update. The Ordinance, as revised, received acceptance and enactment on August 7, 2003.

Ernest E. Davis, Jr., Chairman  
Karel A. Crawford  
Russell C. Wakefield

BOARD OF SELECTMEN

**Road Name Change Policy  
Addendum 1.**

**ROAD NAME CHANGE CHECKLIST**

You have asked the Board of Selectmen to change the name of the roadway on which you live. They have agreed to consider taking that action. The change requires that coordination be completed.

We are asking you to do some of the actions necessary. What we ask you to do, primarily, is to build agreement in your neighborhood concerning, first the need to change the name, and then, the names requested.

To that end, we ask that you complete this checklist, assisted by the appropriate town officials, working towards your goal. We have this date completed the first three actions to serve as an example for you.

<u><b>Action Required</b></u>	<u><b>Destination</b></u>	<u><b>Date Completed</b></u>	<u><b>Initials of Person you Contacted</b></u>
1. Initial Contact made to Selectmen.	<u><b>Town Hall</b></u>		
2. Resident provided checklist.	<u><b>Administration</b></u>		
3. Referral made to E-911 Coordinator.	<u><b>Administration</b></u>		
4. Meeting with E-911 Coordinator who provides an initial review of proposed name change.			
5. Coordination in Neighborhood  Proposed Street Names (3 or 4); Letter signed by all Neighbors, indicating agreement; List of Map and Lot Numbers Affected; and, List of Neighbor's Telephone Numbers	<u><b>Neighborhood.</b></u>  (Administration can help provide you some of this information)		

**ROAD NAME CHANGE CHECKLIST**  
(continued)

Action Required	Destination	<u>Date Completed</u>	<u>Initials of Person you Contacted</u>
6. Coordination with Town Departments:  Fire Department – <b>Prime</b> Police Department Selectmen	<b><u>Fire Chief</u></b> 476-5658 <b><u>Police Chief</u></b> 476-2400 <b><u>Administration</u></b> 476-2347		
7. Second Contact with Selectmen.  Approval of Change  Effective Date Set  Fee in the amount of \$300 paid.			
8. Notifications made after Change is accepted.  Town Clerk NH Dept. of Transportation Tax Collector Supervisors of Checklist Post Office Phone Companies Cartographers	<b><u>E-911 Coordinator</u></b>		
9. Change is effective on April 1 <sup>st</sup>	<b><u>None</u></b>		
10. Residents make Change of Address Notifications, as required.	<b><u>Varies for each Person</u></b>		

**Note, please:** We ask that you complete Steps 1 through 6 before you return to the Board of Selectmen for final approval. We will complete Steps 7 and 8. Thereafter, we will return a copy of the checklist to you and appraise you of progress towards the Step 9.

**Remember:** Step 10 is yours to complete.